



Job Description and Person Specification

Job Title:	Administrative Assistant
Responsible to:	Executive Director of Student Support
Core Job Purpose:	To provide a range of highly efficient and effective administrative duties ensuring college systems are well organised, expertly delivered, provide exceptional quality and are very effective in supporting college processes.

This main activities and responsibilities are to:

- 1.1 Input, maintain and manipulate relevant data using the College's Information and Recording systems, producing documents, reports and correspondence as required.
- 1.2 Produce well laid out and accurate letters, documents and reports for internal and external use.
- 1.3 Maintain accurate records and well organised, comprehensive filing systems.
- 1.4 Copy, collate and distribute documentation to relevant personnel.
- 1.5 Deal with communications including correspondence and telephone calls with prospective students and their parents/carers so that messages and documents are handled properly and efficiently.
- 1.6 Liaise with a range of people, ensuring that communications are accurate and reflect the efficient operation and ethos of the College.
- 1.7 Word process letters and documents for internal and external use.
- 1.8 Use computer functions and packages such as PowerPoint or Excel expertly as required.
- 1.9 Support and contribute to a range of administrative functions as required.
- 1.10 Taking part in professional development activities including appraisal.
- 1.11 Promote equal opportunities for students and staff.
- 1.12 Undertake other tasks as required by the Deputy Principal or Executive Principal after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the College.
- 2.2 A good standard of education to A Level or equivalent.
- 2.3 Highly proficient in the use of Microsoft Office applications especially Word, Excel and PowerPoint.
- 2.4 The ability to work with and manipulate data for a range of purposes
- 2.5 The ability to complete tasks independently within agreed timescales.
- 2.6 Strong organisational and time management skills, with the ability to prioritise tasks.
- 2.7 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.8 A good confident telephone manner and strong oral and written communication skills.
- 2.9 The ability to work effectively in a team and with a range of people.
- 2.10 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.11 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.12 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.